



**DEPARTMENT OF THE NAVY**

NAVY RECRUITING DISTRICT NEW YORK  
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GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 1700.2C

011

2 Apr 13

NAVCRUITDIST NEW YORK INSTRUCTION 1700.2C

Subj: MORALE WELFARE AND RECREATION (MWR)

Ref: (a) BUPERSINST 7010.15  
(b) BUPERSINST 1710.11C  
(c) OPNAVINST 1710.11  
(d) OPNAVINST 1700.7E

Encl: (1) Recreation Fund Financial Statement NAVPERS 7010/2  
(Rev. 11/01)

1. Purpose. To implement a plan to effectively distribute and account for the Recreation Fund and all activities associated within such fund.

2. Cancellation. NAVCRUITDISTNYINST 1700.2B CH-1

3 Action.

a. Fund administrators (Commanding Officer, Executive Officer, MWR President and MWR Treasurer) shall do quarterly audits and an annual fiscal year-end financial statement of funds. The Recreation Fund Financial Statement form, enclosure (1), will be used for both the quarterly audits and annual year end. The financial statement shall be in strict compliance with references (a) through (d) and MWR will only pay for items that are specifically outlined in reference (b).

b. MWR shall maintain a committee of at least one member per Division, one member from MEPS, and one member from Headquarters to discuss how funds should be allocated. For funds to be allocated, the committee will convene to discuss the allocation of funds and a two-thirds majority vote will be required to allocate such funds. The vote may be done by fax, email, phone, or in-person. The members of the committee will be assigned as a collateral duty.

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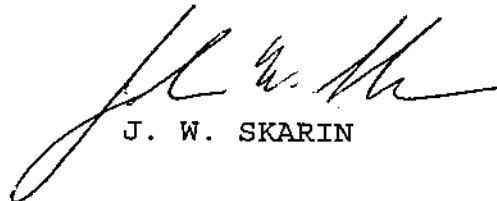
c. Due to the geographical separation of the command, allocated MWR funds shall be used for the Annual Command Family Picnic, the two semi-annual picnics in conjunction with the Command Physical Fitness Assessment (PFA), and other events voted on and approved. These allocated funds shall be allotted at the rate of \$8.75 per person per quarter. Allocated funds only apply to Active and Reserve USN component.

d. Division/field morale events involving Future Sailors are funded via separate supply disbursement funds.

e. The planning of all major command functions (PFA, picnic, etc.) shall come to a resolution no later than thirty days prior to the event. All plans shall be finalized and set into action to prevent confusion and verify funds availability.

f. MWR will only pay for items that are specifically outlined in reference (b).

g. MWR funds shall never be utilized for the Annual Training and Awards Symposium.



J. W. SKARIN